

## MEMORANDUM

TO: Intermediate and Local School District Directors of Special Education and Chief Executive Officers of Public School Academies

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

DATE: May 15, 2002

SUBJECT: Collection of Special Education Suspension/Expulsion Data

The Individuals with Disabilities Act (IDEA) at 34 CFR §300.146 requires that the state must have on file information to examine if significant discrepancies exist in the rate of long-term suspensions and expulsions of children:

- Among local educational agencies (LEAs) and public school academies (PSAs) in the state;
- Compared to the rates of suspensions and expulsions for students who are nondisabled.

Federal child count reports must also contain data for students subject to multiple short-term suspensions that accumulate to more than ten school days for the current school year. The SRSD end-of-year reporting also includes a portion of this data. To meet these reporting mandates, forms and instructions for capturing and compiling the data for special education students for the 2001-2002 school year are attached. **Data is due for entry into the Michigan Compliance Information System (MI-CIS) by Friday, June 21, 2002.**

Intermediate school districts (ISDs), LEAs, and PSAs should check their data prior to June 10, 2002, to ensure that their data will be ready for the end-of-year SRSD reporting period. Should you have any questions regarding this count, immediately contact the MI-CIS help line at the MI-CIS website ([www.micis.org](http://www.micis.org)).

Attached is a copy of Form SE-4568-Suspension (see Attachment A) that can be used to gather the appropriate counts for individual students. An example is provided in this memorandum detailing how the form is to be used (see Attachment B). You may make copies of SE-4568-Suspension, or print additional copies from the MI-CIS web site.

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Once the forms have been completed, you have the option of sending the forms to the Michigan Department of Education, Office of Special Education and Early Intervention Services, OR entering the data yourself onto the MI-CIS web site (see sample shown on Attachment B).

If you send in the forms, Interagency Information Systems (IIS) will enter the data into the MI-CIS system for you (please include your contact information). The mailing address is:

Ms. Norma Hackett  
Interagency Information Systems  
61748 Burr Oak Road  
Burr Oak, Michigan 49030-9640

Complete all data collection activities by **Friday, June 21, 2002**. For help with online data entry, please contact Ms. Norma Hackett (IIS) at: [nhackett@remc12.k12..mi.us](mailto:nhackett@remc12.k12..mi.us), or via telephone at (866) 731-2379 for log-in instructions.

Attachments

## Attachment A

Form:	SE-4568-SUSPENSION
Authority:	PL 105-17, IDEA 97
Completion:	REQUIRED

Michigan Department of Education  
Office of Special Education  
and Early Intervention Services  
P.O. Box 30008  
Lansing, Michigan 48909

Contact:	Dr. James R. Nuttall (517) 335-0454 or nuttallj@michigan.gov
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### **SPECIAL EDUCATION STUDENTS WITH DISABILITIES SUBJECT TO UNILATERAL REMOVAL, REMOVAL BASED ON A HEARING OFFICER DETERMINATION REGARDING LIKELY INJURY, OR A LONG-TERM SUSPENSION/EXPULSION**

#### **Instructions:**

The Individuals with Disabilities Act (IDEA) at 34 CFR §300.146 requires that the state must have on file information to examine if significant discrepancies exist in the rate of long-term suspensions and expulsions of special education students. In order to meet the requirements of the *Individuals With Disabilities Education Act, As Amended*, districts must report special education students who are subject to a) unilateral removal, b) removal based on a hearing officer determination regarding likely injury, or c) long-term suspension/expulsion. For a removal incident to be reported on this form, there must be either **a change in placement to an interim alternative education setting OR an long-term out-of-school suspension**.

*Report children with disabilities who were removed to an interim alternative education setting:*

- (1) subject to a unilateral removal by school personnel following a drug offenses;
- (2) subject to a unilateral removal by school personnel following a weapon offenses; or
- (2) subject to a removal based on a hearing officer determination of likely injury to self or others.

*Report children with disabilities who were subject to long-term out-of-school long-term suspension/expulsion:*

- (A) those subject to one suspension/expulsion of more than 10 days, and
  - (B) those subject to multiple short-term suspensions summing to more than 10 days.
- Include only out-of-school suspensions.

#### **Definitions:**

*Unilateral Removal* - Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for the same amount of time that children without disabilities would be subject to discipline, but for not more than 45 days, if the children carry a weapon to school or to a school function, knowingly possess or use illegal drugs while at school or a school function, or sell or solicit the sale of a controlled substance while at school or a school function.

*Removal by a Hearing Officer* - Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child and youth, or others.

*Dangerous Weapon* - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2-1/2 inches in length (18 U.S.C. § 930).

*Drug Offenses* - The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. §812; this does not include alcohol or tobacco.

*School Day* means any day, including a partial day, that children are in attendance at school for instructional purposes. The term school day has the same meaning for all children in school, including children with and without disabilities.

Form: SE-4568-SUSPENSION  
Authority: PL 105-17, IDEA 97  
Completion: REQUIRED

Michigan Department of Education  
Office of Special Education  
and Early Intervention Services  
P.O. Box 30008  
Lansing, Michigan 48909

Contact: Dr. James R. Nuttall  
(517) 335-0454 or  
nuttallj@michigan.gov

**SPECIAL EDUCATION STUDENTS WITH DISABILITIES**  
**SUBJECT TO UNILATERAL REMOVAL, REMOVAL BASED ON A HEARING OFFICER**  
**DETERMINATION REGARDING LIKELY INJURY, OR A LONG-TERM SUSPENSION/EXPULSION**

**Instructions:** Use this form to report students who were removed to an alternative educational setting or students who experienced a long-term *out-of-school* suspension or expulsion (accumulation of 10 days or more). Complete all data collection activities by Friday, June 21, 2002. You may mail forms to the Michigan Department of Education, at the address above. You may also enter data directly on line. For on line data entry contact IIS staff nhackett@remc12.k12.mi.us or call (866) 731-2379 for login instructions.

**Student's Name:** \_\_\_\_\_  
(Please print) Last name, First name

Period: EOY Report 2001-2002

**Operating ISD Number:** [ ][ ]

**Operating LEA Number:** [ ][ ][ ] [ ][ ]

**Student Eligible for Special Education under Rule:** (check one)

- |   |   |
|---|---|
| <input type="checkbox"/> 3. Severely Mentally Impaired (R340.1703)  | <input type="checkbox"/> 9. Phys. and Other Health Impaired (R340.1709) |
| <input type="checkbox"/> 4. Trainable Mentally Impaired (R340.1704) | <input type="checkbox"/> 10. Speech and Language Impaired (R340.1710)   |
| <input type="checkbox"/> 5. Educable Mentally Impaired (R340.1705)  | <input type="checkbox"/> 11. Preprimary Impaired (Rv340.1711)           |
| <input type="checkbox"/> 6. Emotionally Impaired (R340.1706)        | <input type="checkbox"/> 13. Learning Disabled (R340.1713)              |
| <input type="checkbox"/> 7. Hearing Impaired (R340.1707)            | <input type="checkbox"/> 14. Severely Multiply Impaired (R340.1714)     |
| <input type="checkbox"/> 8. Visually Impaired (R340.1708)           | <input type="checkbox"/> 15. Autistic Impaired (R340.1715)              |

**Date of Birth:** \_\_/\_\_/\_\_

**Gender of Student:** [ ] 1. Male [ ] 2. Female

**Ethnic Group:** (check one)

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Native American or Alaskan Native        | <input type="checkbox"/> 4. Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> 2. Asian American                           | <input type="checkbox"/> 5. White (Not Hispanic)                   |
| <input type="checkbox"/> 3. Black or African American (not Hispanic) | <input type="checkbox"/> 6. Hispanic                               |

SRSD

Export # of Total  
(Check one) Times Days

**Out-of-school Suspensions for Any Reason or Behavior**

- ☐ ☐ ☐ 1. Student is removed from his/her current educational placement for a consecutive period of more than 10 days.
- ☐ ☐ ☐ 2. Student has been removed from his/her current educational placement for a cumulative total of more than 10 days.

**Changes in Placement to an Interim Alternative Educational Setting for not more than 45 days.**

- ☐ ☐ ☐ 1) Removal by the district that is the result of the use, possession, sale, or solicitation of DRUGS.
- ☐ ☐ ☐ 2) Removal by the district that is the result of bringing a WEAPON to school.
- ☐ ☐ ☐ 3) Removal based on a HEARING OFFICER determination regarding likely injury.

## ATTACHMENT B

### Instructions for Form Completion and Online Data Entry

To facilitate data entry, MI-CIS will retrieve student data from the December 3, 2001 count, or accept manually-entered data for new students. When completed, districts can download suspension/expulsion data to import into local information systems used for the end-of-year SRSD report. See the screen shots below which you will find at the MI-CIS website (www.micis.org).

(**Note:** In the 2002-2003 school year, MI-CIS will add features enabling incident-based entry of suspensions and expulsions. As a management aid, the system will flag significant accumulations of individual student suspension throughout the school year pertinent to due process considerations and automatically summarize data at the end of the 2003 school year.)

### Student Discipline Summary Entry Screen

Discipline Summary for **EOY 2002** Preview Save Cancel

**Student Eligible for Special Ed under rule (Disab.)** **Pri. Disab. Begin** **Ethnic Group**

13 - Learning Disabled (R340.1713) 7/4/2001 5 - White (Not Hispanic)

Please enter amounts for each discipline removal type you have counts for. Then choose one of the types that you wish to export to SRSD for this period. The one you select to export to SRSD must have counts.

Export to SRSD	# of Times	Total Days
<input checked="" type="radio"/>	2	11
<input type="radio"/>	1	12
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>	1	30

**Out-of-School Suspension for any reason or behavior.**

1. Student was subject to short-term multiple removals from his/her educational placement for a total of more than 10 cumulative days
2. Student was removed from his/her educational placement for a period of more than 10 consecutive days

**Changes in Placement to an Interim Alternative Educational Setting for not more than 45 days.**

1. Removal based on a HEARING OFFICER determination regarding likely injury
2. Removal by the district that is the result of bringing a WEAPON to school
3. Removal by the district that is the result of the use, possession, sale, or solicitation of DRUGS

Last Modified on 5/13/2002 3:52:18 PM by Admin, MICIS

**A worked example and instructions:** During the recent school year, while a student in your district, John Student:

- Was first subject to a short-term suspension of 7 school days;
- Was then subject to a long-term suspension of 12 school days;
- Was then subject to a short-term suspension of 4 days, then immediately and unilaterally moved to an interim alternative setting placement for 30 school days based on his possession of drugs at school.

**Short-term suspension** data is for students who are short-term suspended in multiple instances (ten consecutive school days or less for each suspension) throughout the school year. **If the multiple short-term removals accumulate to more than ten school days in a school year,** data for the student (number of short-term suspensions, total days in short-term suspensions) are indicated on line 1 under **Out-of-School Suspension**.

- If the student's short-term out-of-school suspensions do not accumulate to more than 10 school days in a school year, no data entry on line 1 is needed for this student.

*In the example, John Student was short-term suspended on 2 occasions totaling 11 school days of short-term suspension.*

**Long-term suspension** data is used when the student is subject to one or more long-term, out-of-school suspension(s) (more than ten consecutive school days per incident). Data for this student (number of >10-day removals, total days in long-term suspensions) **must** be entered on line 2 under **Out-of-School Suspension**.

- In line 2, **do not** count any data from short-term suspensions.
- In line 2, **do** count data from instances in which an interim alternative placement occurred and the suspension exceeded ten school days (see below).

*In the example, there was 1 long-term out-of-school suspension for 12 school days.*

**Unilateral Interim Alternative Placement** is used when the student is unilaterally placed during the discipline process by school authorities or a hearing officer for behavior involving drugs, weapons, or other dangerous situations. Data for this student is entered in lines 1, 2, or 3 under **Changes in Placement to an Interim Alternative Setting**.

- Interim settings directed by a hearing officer are reported in line 1;
- Interim settings directed by the district for a weapon's incident are reported in line 2;
- Interim settings directed by the district for a drug's incident are reported in line 3;
- Do not count as a unilateral interim placement a change of placement decided by the IEP Team;
- For total days in lines 1, 2, and 3, do not count as interim days the initial portion of a continuous suspension that occurs before the actual interim placement begins. Those portions occurring before the interim placement are counted as either short-term ( $\leq 10$  days) or long-term ( $> 10$  days) under the **Out-of-School Suspension** section.

*In the example:*

- *John Student was unilaterally moved after 4 days from a short-term suspension to an alternative setting (due to drugs) for 30 school days. Only the 30 days are counted in the Unilateral Removal section.*

## **SRSD Export**

Note the statement on the Discipline Summary Entry screen that only one of the five suspension or alternative setting options can be exported to the SRSD file for any child. Check the radio button next to the line of choice.

SRSD Export will be a batch process and the user will receive an e-mail notification when the SRSD file has been created. Note that this is a partial SRSD file and must be combined with data from other student databases. The screen shot is on the next page. You may export a file for a specific LEA district or for the entire ISD by selecting District "All."

If you have questions about any part of this process, contact Interagency Information Systems: Ms. Norma Hackett at (866) 731-2379, or via e-mail at [nhackett@remc12.k12.mi.us](mailto:nhackett@remc12.k12.mi.us); Ms. Mary Schrader at (616) 496-5885, or via e-mail at [msodutch@aol.com](mailto:msodutch@aol.com); or Dr. Allan Knapp at (517) 485-8181, or via e-mail at [akzoom@aol.com](mailto:akzoom@aol.com).

SRSD Export		Export	Close
<b>ISD</b>	District		
Ottawa Area ISD	Grand Haven Area Public Schools		
<b>Count Period</b>	<b>Notification Email: (Replace if not correct):</b>		
End of Year 2002 (SRSD)	YourName@address.com		
<b>Status</b>			

#### Possible Statuses:

There is currently no SRSD file generation request for your selections above. Click Export to make a new request.

The SRSD file generation process completed successfully on Wednesday, 4/17/2002 at 2:15 PM. Please click on the link to download your SRSD file. [SRSD\\_EOY2002.txt](#) (127 KB)

Your SRSD file generation request is in the queue to be processed. Please check back later. An Email notification will be sent to YourName@address.com> when the process is complete.

Your SRSD file generation request is currently being processed. Please check back later. An Email notification will be sent to YourName@address.com> when the process is complete.